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CITY OF CINCINNATI - CERTIFICATE OF RECORDS DISPOSAL

I hereby certify that the records listed and any attachments are being disposed of according to the time periods stated on the approved Schedules of Records Retention and Disposition (Forms RC-2 and/or RC-2E) or Applications for One-Time Disposal of Obsolete Records (Forms RC-1 and/or RC-1E) listed below. No record will be knowingly disposed of which pertains to any pending case, claim, action, or request. In addition, microfilm created in place of any original record listed will be stored according to ANSI Standards and all microfilm master negatives will only be used to create use copies.

	Signature of Responsible Official		Title Telephone Number			Date	•
	Department	Division / Subdivision	Location / Branch		Contact Person	Telephone	•
(5)	(6)	(7)	(8)	(4)			(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date		Proposed Date of Disposal	For OHS - LGRP Use

CITY OF CINCINNATI - CERTIFICATE OF RECORDS DISPOSAL

-	Department	Division / Subdivision	Location / Branch		Contact Person	Telephone	-
(5)	(6)	(7)	(8)	(4)			(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	(4) Records Commission Approval Date	Inclusive Dates of Records From - To	Proposed Date of Disposal	For OHS - LGRP Use
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	Department	Division / Subdivision	Location / Branch		Contact Person	Telephone	•
(5)	(6)	(7)	(8)	(4)			(9)
Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date		Proposed Date of Disposal	For OHS - LGRP Use
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